CAPPS Financials — User Group Meeting Minutes
Thursday, May 30, 2019
9–11 a.m.
Travis Building, Room 1-111

I. **Welcome/Announcements (Tony Martin)**

- Roll call was taken for conference call attendees.
- User group meeting materials will be posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.
- The CAPPS Governance team will send a user group attendee survey via a Survey Monkey link, the same tool used for voting. This survey is open to all user group participants.

II. **Production Update: Financials Support Requests (SRs) (Tony Martin)**

- **SR Summary and Trend Report**
  - The *CAPPS Financials Summary and Trend Report 05/30/19* document was reviewed.
    - In April, there were 610 active SRs with 206 in high priority status.
    - The trend showed 436 SRs opened and 419 closed.
    - On average, CPA opens 40-50 SRs each month for agencies that have outstanding items on the HX recycle browser. Agencies need to pay attention to HX recycle and plan adjustments.
- **Governance Approved Enhancements**
  - The *CAPPS Financials Governance Approved SRs 05/30/2019* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 9329 is now in *User Acceptance Testing (UAT)* update that allows the full USAS Doc Number to display when the voucher is saved, as well as put vouchers into the *Recycle* status when Texas custom fields are in error.
    - SR 8834 was migrated to production on April 11 and is now in *Completed* status. With this implementation, there is a notable difference on the summary pages when vouchers are sent to USAS.
- **Required Maintenance**
  - The *CAPPS Financials Required Maintenance 05/30/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 13511 is now in *Work*. This change defaults the PPC to "H" for a Non-PO pro-card vouch style.
    - SR 12268 is now in *Work.* This change removes the override schedule reference.
    - SR 8273 for GO and AP modules is in *User Acceptance Testing* and we are working on security for the page before it is released.

III. **Project Update: Financials Fiscal 2019 Deployment (Steve Schiurring)**
- The *CAPPS Fiscal 2019 Financials Agency Deployment Project Dashboard 05/30/19* document was reviewed.
- The project is green and on track. There are 19 agencies scheduled to deploy on Sept. 3, 2019.
- Key items in the next 30 days:
  - User acceptance testing has begun and continues through July 19.
  - Performance testing will be completed by June 14.

IV. **Special Topic: Confidential Treatment of Information Acknowledgment (CTIA) Form (Dave Gray)**
- The CTIA presentation was reviewed.
  - Available on July 15, this new form on the CAPPS "*I Agree*" page features a scroll bar, so users can read in detail.
  - The new agreement needs to reflect on having been acknowledged. Agencies are expected to maintain all current forms. Per policy, agencies should keep these for termination plus five years. The policy is available on FMX. If an agency has a new employee and is using the legacy system, they need to sign onto CAPPS first. Alternatively, they may sign a physical piece of paper stating the policy.
  - FAQs with additional information and links to UAT will be announced next week.

V. **Upcoming Meeting**
- Thursday, June 27, 2019, in Travis Building, Room 1-100.